



**HORIZON**  
**CHRISTIAN SCHOOL**  
**LEARNING CENTER**

Family  
Handbook

## Letter From the Director

Dear Parents,

Thank you for choosing Horizon Christian Learning Center for your child care needs. You will find we are more than a day care facility or babysitting service. Our desire is to be the best place for your child to play, learn, and grow when they can't be with you. We love children, laughter, and learning. We hope that your child's time with us is not only educational but fun. It's a privilege that you have chosen Horizon Christian Learning Center to be a part of your child's life.

You are always welcome to stop in and observe your child. We would love for you to be a part of your child's experience at Horizon Christian Learning Center and invite you to have lunch with your child, go on field trips, or volunteer for parties and special events. We do ask though that you first complete a screening form to be approved as a volunteer. This is to ensure the safety of our children.

Please feel free to contact us at any time at (503) 691-1054 with any of your questions or concerns. Thank you for sharing your child with us!

Have fun!

Abriana Shelby

Horizon Christian Learning Center Director

[ashelby@horizonchristian.school](mailto:ashelby@horizonchristian.school)

Psalm 115:14

May the Lord richly bless both you and your children.

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## **ABOUT US**

Horizon Christian School, serving Southwest Portland for 44 years, is dedicated to glorifying God through a Christ-centered educational experience. We empower students to overcome challenges, embrace opportunities, and foster a genuine love for God, others, and their communities.

Our journey began in 1980 when Horizon Community Church established the Christ-centered elementary school, known as Community Christian School (CCS). CCS quickly gained recognition as one of the finest primary schools in the Tualatin Valley, leading to increased enrollment. In 1987, we expanded with the addition of our licensed Learning Center. As demands grew, we further expanded in 1996, incorporating 7th and 8th-grade classes onto the Sagert Campus. In 1999, Pastor Stan and the church leadership envisioned a Christian high school. In 2006, Horizon Christian High School relocated to the spacious Boones Ferry Campus in Tualatin.

In 2007, the Learning Center, Elementary School, Middle School, and the High School were unified under the name Horizon Christian School. Today, we provide a safe and nurturing environment for approximately 715 students across our two campuses. Our comprehensive programs encompass academics, athletics, arts, activities, and spiritual formation. Both campuses offer excellent facilities designed to enhance the learning experience. The Sagert Campus spans six acres and hosts our kindergarten-8th grade students, while the Boones Ferry Campus, occupying 38.5 acres, is home to the Learning Center, and high school.

## **SCHOOL SPONSORSHIP**

Horizon Christian School is a ministry of Horizon Community Church. We are a non-profit corporation organized under the laws of the State of Oregon. The school is parent-sponsored and governed by the Elder Board of Horizon Community Church. They set policy and direct the schools.

## **HORIZON CHRISTIAN SCHOOL'S ACCREDITATION**

Horizon Christian High School is accredited by AdvancED/Cognia and meets the requirements for graduation of the Oregon State Department of Education. Acceptance by the Oregon University System guarantees that Horizon Christian High School graduates will have full access to the college and/or university of their choice.

## **HORIZON CHRISTIAN SCHOOL CULTURAL COMMITMENTS**

### **Interdenominational**

The vision of Horizon Christian School is to develop a great school system, devoid of denominational distinctiveness, for the glory of God and as a ministry to the greater Portland metro area.

### **Whoever Will May Come**

We are not just open to current Jesus followers, but to every student who feels called here and is willing to abide by our student covenant, realizing that Jesus and Scripture will be intentionally and boldly taught at all levels.

### **Changed Lives**

We believe that the power, purpose, presence and people of Jesus will change lives. We will use every opportunity to declare the good news of Jesus and the life-changing value of Scripture.

### **Developing Greatness**

We have high expectations of students and seek to develop and unleash their potential, with the understanding and belief that Jesus has in greatness in mind!

### **Staff Members**

Staff members are selected based in large part on their calling and commitment. We desire to have the best (character) and the brightest (competence) in the classroom and in our support and leadership positions. Horizon staff are challenged to be culturally relevant, decidedly relational and academically rigorous. We make it a priority to hire staff that are innovative, life-long learners and who are ready to pour their hearts into students.

**About Us**  
**INTERDENOMINATIONAL POSITION**

Horizon Christian School Statement of Faith presents Christian tenets that are basic to all evangelical Christian teachings. We recognize that there are specific doctrinal areas that are unique to the varied denominations that are represented at HCS among both teachers and students. Although Horizon Christian School is a ministry of Horizon Community Church, we desire to serve the Christian community at large. Therefore, the school holds only to the doctrines contained within the declared Statement of Faith. Silence on a doctrine should not be taken as agreement or disagreement with that particular doctrine, only that it will not be an integrated element of instruction within the curriculum. There will be no attempt to promote specific denominational distinction at Horizon Christian School. There will be much effort to promote a Christ-centered worldview and recognition of Christ as “the way, the truth, and the life” by which there is “no other name under heaven by which we must be saved.” We desire to be united in the salvation and love of Christ and avoid any dissension that may arise due to denominational differences among “brothers in Christ.”

## **ABOUT US**

### **MISSION**

Horizon Christian School exists to glorify God through excellence in Education, Faith and Relationships.

### **CALLING**

A place Where Everybody is Somebody and Jesus is All!

### **VISION**

To provide a dynamic educational environment where each student is encouraged to explore God's purposes for their life, and to equip them to meet the challenges and opportunities they will encounter at every level of learning.

### **CORE VALUES**

Horizon Christian School is a place Where Everybody is Somebody and Jesus is All! Our core values are essential to helping guide, guard and grow our relationships and strengthen our community. We refer to our core values as our... "HAWKS 7."

### **JESUS**

We value Jesus by worshipping Him as Lord and Savior, keeping Him at the center of our lives and school. (John 3:16-17)

### **PEOPLE**

We value people because Jesus' life, teachings, and sacrifice show how He loves and values each person. (John 18:11)

### **AUTHENTICITY**

We value authenticity because there is strength in acknowledging we are each a work in progress. (Philippians 3:1-21)

### **BALANCE**

We value balance because understanding God's Word and God's Spirit provide us with wisdom and power. (2 Timothy 3:16)

### **GENEROSITY**

We value generosity because God's love is the greatest example and demonstration of the generous heart we are to have. (2 Corinthians 9:6)

### **SERVING**

We value serving because it provides opportunities for us to demonstrate God's love by doing good deeds for others. (Matthew 25:31-40)

### **HOME**

We value home because cultivating a compassionate community allows people to see and sense the love of God. (Luke 15:11-31)

## **OUR BELIEFS AT HORIZON CHRISTIAN SCHOOL**

### **GOD**

We believe in God, who is three distinct Persons in one: Father, Son and Holy Spirit, who has revealed Himself through the Bible, His Word. (Mark 1:10-11; Deuteronomy 6:4; Matthew 28:19-20; Mark 12:29-30)

### **THE FATHER**

He is the loving Creator of all things. (Genesis 1:1-2; 1 John 3:1)

### **THE SON, JESUS**

He is God come to Earth in the form of man, the only Son of God. It is only through faith in Him that man can have a relationship with God and be assured of eternal life. (1 John 2:2; Ephesians 1:7; John 1:14; Romans 3:25-26)

## **ABOUT US**

### **THE HOLY SPIRIT**

He is the Spirit of God who exalts Jesus and dwells within all those who have been born again.

He is our Comforter and Guide, revealing God to us, and empowering us to be witnesses. (Titus 3:5; Acts 1:8; 1 Corinthians 12:13; Luke 24:49)

### **BIBLE**

All of the Bible is the inspired written Word of God. It is the first authority for our life and faith in Jesus Christ. (2 Timothy 3:16; Romans 15:4; Acts 17:11-12)

### **SPIRITUAL GIFTS**

All spiritual gifts mentioned in the New Testament are available for the church today. (1 Corinthians 12:7-11; 1 Thessalonians 5:19-21; 1 Corinthians 14:1-2, 12.)

### **NICENE CREED**

The Nicene Creed, written in 325 A.D., represents the basic evangelical beliefs to which our interdenominational staff adhere:

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is seen and unseen.

We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, one in being with the Father. Through Him, all things were made. For us men, and for our Salvation, He came down from heaven and by the power of the Holy Spirit. He was born of the Virgin Mary and became man. For our sake He was crucified under Pontius Pilate, He suffered, died, and was buried. On the third day, He rose again in fulfillment of the Scriptures, He ascended into heaven and is seated on the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son, He is worshiped and glorified. He has spoken through the Prophets. We believe in one holy catholic (universal) and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come.

### **STATEMENT OF MARRIAGE, GENDER, AND SEXUALITY**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Horizon Christian School as a Christ-centered educational institution, and to provide a biblical role model to our students, families, and community, it is imperative that all persons employed by Horizon Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hatred and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Horizon Christian School.

## **Policies and Procedures**

### **Enrollment Policy:**

Enrollment opportunity is determined on the basis of available Learning Center openings and the age or special needs of the child. Horizon Christian Learning Center does not discriminate on the basis of race, color, religion, gender, or national ethnic origin.

A child's enrollment may be terminated on the basis of serious infractions of Learning Center rules or guidelines. If a child consistently disobeys instructions or threatens the safety or well being of himself or others, enrollment may be terminated. It is our desire to work with children and families to provide a positive, healthy, learning environment for children. We assume the responsibility to guide, direct, and teach children while they are in our care.

However, situations may arise which we are not equipped to deal with and may prevent us from caring for some children. Although our desire is to work with parents and be of assistance, there may be times when we will have to sever the relationship. We will always make every effort to communicate ahead of time with parents to allow them to make other arrangements.

### **Suspension Policy:**

If a student threatens a staff member or fellow student, he or she may be suspended from Horizon Christian Learning Center for up to ten days. We will follow the suspension process established by Horizon Christian School.

### **Arrival and Departure Procedures:**

Our hours are from 7:00 a.m. to 6:00 p.m.

We do charge \$1.00 a minute after 6:00 p.m. After three offenses, the charge will be raised to \$5.00 a minute per child left after 6:00 p.m.

### **Arrival:**

All children MUST be escorted into the building by a parent or guardian. Please do not send a child in by himself.

\*All children must be signed in and out, in the classroom, by a parent or guardian each day. Please park your car in a designated parking spot and do not leave your car idling when escorting your child inside.

\*All children must wash their hands upon arriving at the Learning Center

### **Departure:**

A child may only be released to a parent or person named and identified by the parent. The name of the person picking up the child must be on the enrollment form or a signed and dated note. If a request for other pick up arrangements is called in, a staff person may return the call to confirm. We will verify the identification of any person unknown to us.



## **Policies and Procedures**

### **Contacting the Learning Center Office:**

The Learning Center office hours are 8:30 a.m. to 4:00 p.m. If you reach our message machine, please listen to the options and when it says, “to reach Learning Center staff press one,” please do so and we will get your phone call. Please make sure we have any new work or home phone numbers and addresses.

### **Absences:**

Please call Horizon Christian Learning Center when your child is absent. Our phone number is (503) 691-1054.

### **Parent/Teacher Communication:**

All notes, calendars, and newsletters from teachers and the director can be found attached to your child’s sign-in and out sheet. Please remove mail on a daily basis.

### **Medications:**

No prescription medication or non-prescription medication, including aspirin, cough syrup, sunscreen, lip balms, lotion, or nose drops, may be given to a child except under the following conditions:

1. A signed, dated, written authorization by the parent (s) or legal guardian is on file.
2. Prescription medication is in the original container and labeled with the child’s name, name of the drug, dosage, directions for administering, date, and physician’s name.
3. Non-prescription medication is in original container, labeled with the child’s name, dosage and directions for administering; and
4. A written record of all medications administered to the child and signed by the parent will be kept on file.

### **Field Trips:**

Notification of field trips will be posted on the monthly calendars. Reminder memos will be sent home and a signed permission slip must be returned.

There is an annual School Year Field Trip Fee to be paid September 1st, or at the time of enrollment if enrolling students between September 1st and May 31st. Summer Field Trip Fee for students is due June 1st, or at the time of enrollment if enrolling between June 1st through August 31st.

Parents/Adults can only accompany a group on a field trip if they have been prescreened.

Children are asked to wear Horizon field trip shirts on field trip days. These shirts are given to the students on the day of their first field trip. Children transported by Horizon will travel in the Horizon mini bus or a preapproved staff member vehicle. When under 40 pounds, the student must have a full 5-point harness car seat. Car seats are loaded and double checked by staff to verify correct installment. When children are boarded and buckled into seats, they are doubled checked for correct buckling by a staff member before the vehicle can move.

## **Policies and Procedures**

### **Staff:**

All staff members are carefully screened by both the church and the State of Oregon before being hired. All staff members are required to take development classes throughout the year and are evaluated on an annual basis.

### **Visitor Plan /Parent Screenings:**

Parents are welcome to visit unannounced at any time. However, we do ask you first fill out a screening form if you would like to have lunch with your child in the classroom, work in the classroom, or accompany your child on any field trips. This is a church and campus wide policy.

Horizon Community child policy is that no child is one-on-one with an adult.

All visitors who are 18 years old or older and are not enrolled in the State of Oregon Central Background Registry or are conditionally approved, cannot have unsupervised access to children and must be documented on the visitor log.

We want to ensure the safety and well being of your children. Thank you for your cooperation!

### **Licensing :**

Horizon Learning Center is inspected and licensed by the Child Care Division of the State of Oregon on an annual basis. We comply with all CCD rules and regulations. Inspection reports concerning our facility and CCD regulations are available for inspection.

### **Never Needed Items:**

These items should **never** be brought to school:

- Toy guns, knives or other toy weapons
- Lipstick or make-up
- Candy or gum
- Gruesome toys or toys associated with evil or violence
- Phones, electronic games, and toys

## **Policies and Procedures**

### **Transportation:**

When transportation is provided by Horizon Christian Learning Center, the following requirements shall be met:

1. Drivers will:
  - a. Be at least 21 years of age
  - b. Hold a current driver's license. If required by the Motor Vehicles Division (DMV) a commercial driver's license shall be obtained; and
  - c. Maintain a safe driving record.
2. The church will obtain a copy of the driving record from DMV for each staff member whose job description includes driving duties. An annual DMV check will be done on all staff who transport children.
3. Our vehicles will be:
  - a. In compliance with all applicable state and local motor vehicle laws.
  - b. Maintained in a safe operating condition.
4. There shall be sufficient staff to meet the required staff/child ratios.
5. All passengers will be transported only in section of vehicles designed for and equipped to carry passengers.
6. A seat that fully supports the passenger will be provided for each child. All children will be secured by a safety belt unless on a federally approved large school bus.
7. Preschool age children will leave the vehicle on the same side of the street at the building they will enter.
8. Children will be transported in church owned mini buses or school bus or a staff member's vehicle.
9. No child will be left unattended in a vehicle.
10. If transportation is provided between Horizon Christian Learning Center and a child's school, the Learning Center must have in writing school pick-up and return information. If there is a change in this schedule, please notify the center.
11. Children transported by Horizon will travel in the Horizon mini bus or a preapproved staff member vehicle. When under 40 pounds, the student must have a full 5point harness car seat. Car seats are loaded and double checked by staff to verify correct installment. When children are boarded and buckled into seats, they are doubled checked for correct buckling by a staff member before the vehicle can move.

## **Policies and Procedures**

### **Financial Policy**

At the time your child enrolls at Horizon Christain Learning Center, our staff is committed to provide your child with excellent care. For this reason, the following financial policy has been developed:

#### **Charges:**

An annual non-refundable registration fee is required at the time of enrollment, along with pro-rated monthly payment. The full monthly payment is due on the 5th day of each month. The annual registration fee is due September 1st of each year.

#### **Change of Status/ Vacation:**

Horizon Christian Learning Center must meet state requirements for teacher/student ratios. In order to staff correctly, any changes in status must be given two weeks before the change is to occur. If the student is not attending normal scheduled days during any one week, those days may not be moved to another day/week.

We **do not** offer vacation credit in trade or financial credit.

#### **Single Day Attendance Change:**

In the event of an additional day of attendance there will be an extra day cost to the monthly billing. Days may not be traded. If a student does not attend on his or her scheduled day but attends on an alternative day there will be an extra day charge. Any changes from a student's original attendance scheduled must first be approved by the office.

#### **Multi-Children Discount:**

Families with 2 or more children receive 10% off the **monthly standard rate** of each child.

#### **Field Trip Policy:**

There is an annual School Year Field Trip Fee to be paid September 1st, or at the time of enrollment if enrolling students between September 1st and May 31st.

Summer Field Trip Fee for students is due June 1st, or at the time of enrollment if enrolling between June 1st through August 31st.

#### **Elective Policy:**

Spanish, American Sign Language, and Piano Keyboarding are offered for 30 minute weekly lessons. Lessons are billed monthly. A two weeks notice is required for withdrawal.

#### **Due Date:**

Monthly Payments are due by the 5th of each month prior to services being rendered. Payments are considered past due after the 5th of the month. Hourly accounts are due on the 15th of each month. Checks must be received by the Learning Center office before 4:30 p.m. on the due date or are considered late **regardless of postmark.**

## **Policies and Procedures**

### **After 6:00 p.m. Late Charge:**

A charge of \$1.00 per minute, per child will be charged for any child left after our 6:00 p.m. closing. After three offenses, the charge will be \$5.00 per minute per child.

### **Late Fee:**

Monthly accounts are due by the 5th and late on the 6th of the month. Hourly accounts are due by the 15th and late on the 16th. If the 5th or 15th fall on a weekend or holiday, payment will need to be made by the prior business day to avoid the \$40.00 late fee.

### **Returned Check Fee:**

A returned check charge is assessed if your check is returned for any reason.

### **Withdrawal:**

Two-weeks written notice is required prior to withdrawal. Telling a Learning Center staff member will not be accepted as ample notice. You will be billed for the two weeks if proper notice is not given.

### **Special Arrangements:**

We understand from time to time that financial circumstances necessitate special arrangements. Please call the business office by the 1st of the month if you anticipate problems with your paying on time. Horizon Christian Learning Center reserves the right to revoke any special monthly arrangements without prior notice.

### **Discharge:**

Child care **may not continue** into the next month if parents fail to pay as agreed by the end of the month payment is due.

### **Reinstatement:**

Reinstatement will be considered on a case by case basis by the director and business manager. A reinstatement fee of \$100.00 will be charged per occurrence.

### **Collection of Debt:**

If all reasonable attempts have been made to contact the families who are in arrears, the account may require collection by the administration. The families agree to pay all fees associated with collection of this debt, including attorney fees, court costs, and staff time accrued using the basis of \$25.00 per hour.

## **Policies and Procedures**

### **Questions or Problems**

#### **Grievance Procedure**

Parent comments and constructive criticism are welcome. Problems, inquiries, etc. should be directed only to the director. Teachers and/or the director will be glad to make an appointment with family for the purpose of discussing problems or concerns. Complaints regarding the center's service or treatment of a child should be addressed to:

1. Director, Abriana Shelby (503) 691-1054 and if still not resolved;
2. Pastor Randy Campbell (503) 612-6688.

If a parent has exhausted all means of assistance through the Learning Center and is still not satisfied, they may call the state certifier at the Child Care Division at (503) 626-2151.

The CCD book of regulations is also available for your review.  
Please note the CCD does not intervene in financial matters.

Custodial parents have access to the Learning Center during all hours of operation. Advance notice is not required.

## **Guidelines and Expectations**

### **Personal Property:**

Please see that **all** personal property brought to Horizon Christian Learning Center is labeled with the student's name. This applies to outer garments, backpacks, lunch boxes or bags, hats, umbrellas, etc. The staff will make every attempt to prevent loss of personal property. However, Horizon Christian Learning Center cannot be responsible for lost items. The lost and found is located in the hall of our administrative offices. Unidentified items left in the lost and found for more than a month will be discarded or donated.

### **Supply List:**

Parents will be given a supply list at the beginning of each school year and are asked to provide these supplies in a timely manner.

### **Our Definition of "Potty Trained":**

All children must be potty-trained before enrollment. Each child must be able to tell the teacher when he/she needs to use the rest room and be able to properly clean him/herself independently.

### **Cubbies:**

Please clean out your child's cubby on a regular basis. If your child has an art file, please check it daily.

### **Dress Code:**

We follow Horizon Christian School's dress code. Please remember no spaghetti straps, loose tank tops, or bare midriffs. Shorts and dresses should be modest length. Please do not send your child in slip-on shoes or heels, as these are dangerous on the playground.

## **Guidelines and Expectations**

### **Guidance and Discipline Policy**

The Learning Center takes pride in providing a quality, Christ-centered program for children. Guidance and discipline is an important part of this program for it is often through wise and sensitive correction that our children's hearts are changed for the good. The positive approach to guidance and discipline used by the staff seeks to establish order and respect by acknowledging and rewarding positive behavior while correcting that which is inappropriate or disruptive. We want to help our children develop self control and assume responsibility for their own behavior.

We will always strive to be fair and consistent in our guidance and discipline and attempt to make any corrective steps meaningful and relevant. All guidance and discipline will be carried out in a spirit of love and support for the child. Learning Center teachers will use discretion when carrying out guidance and discipline procedures based upon their recognition of the individual differences and needs of each child. We will not use shame or humiliation to discipline. **Our goal is to provide positive guidance and redirection, not negative punishment.**

### **The staff's positive approach to guidance and discipline is carried out as the following:**

1. When a rule is broken by a child or a child is unkind or disrespectful, the behavior of the child is addressed and corrected.
2. Children are reassured of our care and concern for them.
3. Correction is used to teach the why's, what's, and how's of appropriate behavior.
4. If a child consistently breaks safety rules, he or she may temporarily lose related privileges such as swings or slide as a natural consequence.
5. Time-outs, which we call "think times", are often used when children have chosen to break a known rule or make poor behavior choices. "Think times" give the child the opportunity to think through his/her behavior and how to correct his/her actions.
6. Our desire is to help teach and train children to make positive and responsible choices, develop self-control, self-esteem, respect for others, and assume responsibility for their behavior.
7. Corporal punishment of a child is not allowed.
8. Serious or frequent rule infractions or behavior concerns will be brought to the attention of parents. Our desire is to work as partners with parents to encourage the positive growth and development of their child.
9. We do believe that children have a right to be safe at school both physically and psychologically. Therefore we have a zero tolerance policy regarding bullying and threats.



## **Guidelines and Expectations**

### **Guidelines for Student Conduct:**

Specific policies have been formulated to preserve the security and integrity of each Horizon school campus. Involvement with any one or more of the following is subject to disciplinary action and possible termination of enrollment.

• **Bullying, intimidation, or harassment** - Treatment of another person, whether direct or indirect (e.g., cyber bullying), that substantially interferes with the recipient's educational benefits, opportunities, or performance, or the recipient's work potential. Such action may take place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school designated site. The treatment has the effect of:

- Physically harming a student or damaging a student's property,
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property, or
- Creating a hostile educational environment.

If it is determined that Harassment, Intimidation or Bullying has taken place, the following actions will be taken:

- The student's teacher will prepare a written statement of the facts based on observation or on the word of an accusing student, a teacher's aide, or another school staff member. The teacher or principal/director may also receive a report for a student's parent(s).

- The principal/director will evaluate the information received and shall make a written report of findings and consequences, if any, to the accusing student's teacher no later than the end of the next regular school day. The principal's report shall indicate:

- (i) whether or not the accusation is found to be such that requires notification to the parent(s) of the accused student, and

- (ii) what, if any, the accused student should receive in the way of a consequence commensurate

- with the offense, taking into consideration any prior offenses.

## **Guidelines and Expectations**

### **Guidelines for Student Conduct continued..**

- **Language** - Profanity, swearing, vulgar language, gossip, filthy and unkind words are not permitted.
- **Threats (\*)** - All threats of violence are taken seriously in Horizon Christian Schools. Students who make threats of violence will be immediately suspended from school. Before the student may return to school, s/he must undergo psychological evaluation by a licensed professional. A written evaluation from that professional must be sent to the school administration. If, in the opinion of the evaluator, the student presents no danger to his/her peers or to employees, the student will be readmitted to classes. If the student makes subsequent threats of violence, s/he will be expelled.
- **Vandalism (\*)** - A destructive act against the school facility and/or equipment is an act against all the people work so hard to provide a clean, decent environment to honor God and the students who attend Horizon Christian School. Vandalism is a serious offense.
- **Willful Disobedience** - Open defiance or disregard for a teacher's authority is an unacceptable attitude for a student at Horizon Christian Schools and will result in disciplinary action.

#### **Behavior Strategies:**

A selection of strategies used to redirect students exhibiting minor inappropriate behavior. This is an opportunity to present students with appropriate replacement behaviors. Behavioral strategies are minor consequences for minor infractions.

#### **Effective Behavior Support:**

Reward stickers/marbles are given to students for individual demonstrations of safe, respectful, and responsible behavior. Completion of the sticker chart allows student to pick a gift from the class reward box. Marbles are placed in a team jar with preset lines. Once the line is reached the class will have a reward party.

#### **Discipline:**

Most matters of discipline need to be handled by the classroom teacher or student supervisor. In cases of repeated or unusually defiant behavior, a student may be sent to the principal's/director's office. The teacher/supervisor will communicate the offence to office personnel so that an administrator can take the appropriate action after hearing the student's side of the story. Most disciplinary situations will be handled in the classroom when the offense occurs. Offenses may result in additional schoolwork, loss of privileges, detention, parent-teacher disciplinary conference, student-principal conference, suspension or, in the extreme, expulsion. The hierarchy of discipline is outlined below:

## Health and Safety

### Well Child Policy

#### **Contagious Conditions:**

Students should not be sent to school with any of the following conditions: fever, head lice, vomiting, pink-eye, bad colds, colored nasal mucous, or any other contagious conditions.

**\*\*Twenty-four hours *MUST* pass before a child is sent to school after vomiting, diarrhea, or fever.** The office needs to be notified in case of contagious conditions such as chicken pox, head lice, strep throat, etc. **Please call us when your child is going to be absent.**

Children who have any of the following symptoms or are infected or carriers of an infectious disease will be restricted from Horizon Christian Learning Center:

1. Fever
2. Diarrhea (more than one abnormally loose stool per day)
3. Vomiting
4. Nausea
5. Cough
6. Shortness of breath
7. Unusual yellow color of skin or eyes
8. Skin or eye lesions or rashes that are severe, weeping, or pus-filled
9. Stiff neck and headache with one or more of the symptoms listed above
10. Difficult breathing or wheezing
11. Complaints of severe pain
12. Head lice
13. Colored nasal mucous
14. First 24 hours after medication for strep throat or longer if directed by child's physician

A child who shows signs of illness, as defined above, will be isolated and the guardians notified and asked to remove the child from the center as soon as possible.

A specific place for isolating a child who becomes ill is provided. The isolation area:

1. Is located off of our main classroom areas, but where the child can be seen and heard by staff.
2. Is equipped with a mat for each sick child.

Any outbreak of a communicable disease or food poisoning will be reported to the parents of all children who are enrolled in our program.

## **Health and Safety**

### **Immunizations**

An immunization form must be completed by the parent or physician and submitted to the Learning Center within the first week of service and must be kept up to date. This is a requirement that must be adhered to in order to be in compliance with state health and safety codes. Your cooperation and assistance with this matter is essential and appreciated.

### **Allergies**

It is our desire to serve children and families as we are realistically able through the ministries of Horizon Community Church. Great care is taken in personnel selection and in the safety of programs and facilities. In serving children and students, we understand some who attend will have allergy conditions which can pose varying health issues for them. In the matter of food related allergies, we recognize that it is practically not possible to guarantee an allergen free environment due to the multi-faceted and high volume use of our facility. Therefore, the following guidelines are implemented pertinent to the participation of children and students with food related and/or other allergies at Horizon Community Church and its ministries.

- We are willing to enroll children and students in our church, Horizon Christian Learning Center, and Horizon Christian Schools who have food allergies.
- Parents who enroll their children must do so with the foreknowledge that we are not able to offer or guarantee an allergen free environment. Parents will be asked to sign a liability waiver if they declare allergy issues on respective medical information forms.
- We will not have written or unwritten preventative policy regarding food allergies and will not offer allergen free rooms, areas, protective care, etc.
- We will have a reasonable number of staff trained in first aid procedure to respond to allergy related medical emergencies. It is the parent's responsibility to notify staff of potential issues and response information.
- We may, at the discretion of the respective group leaders, communicate to parents regarding bringing group party food to try and avoid potential allergen problem foods; however this is not a safety guarantee to families who have children with allergies.

## **Health and Safety**

### **Nap/Rest Time:**

All students are given a forty minute rest time as per State law. Pillows are discouraged due to limited storage and potential health and safety issues. Please take blankets home to wash each Friday. Each child has a rest cot, which is disinfected on a daily basis. The Child Care Division requires every child to have a blanket. Please make sure your child has one that is labeled.

### **Injury Guidelines**

#### **Treatment for minor injuries includes:**

1. Visual check of injury by supervisory personnel to determine seriousness of Injury.
2. Cleaning any open wound with soap and water and antiseptic wipes.
3. Use of cold packs for injuries that might cause swelling.
4. Time out for child where child is kept still and comfortable, visible, and heard by staff personnel.
5. If the injury does not need further attention, the child is released to return to class.

#### **Treatment for serious injuries:**

1. First aid procedures will be immediately taken.
2. Attempts will be made to notify parents, guardians, or other persons listed as emergency contacts as soon as possible.
3. 911 may be called if the injury is considered life threatening or very serious and parents cannot be reached. Your child will be transported to Meridian Park Hospital. With the director or a designated staff member.

Any injury or accident will be reported to the child's parents on the day of occurrence. A written report of the injury will be kept on file. The report will include the date, child's name, nature of injury, action taken, and signatures of reporting staff and parents. Accident reports need to be signed and returned. Our staff has received CPR and First Aid training. Our staff has blood borne pathogens training and use of universal precautions and procedures.

## **Closed Days and Holidays**

### **Holidays:**

1. Labor Day (Monday Holiday)
2. Thanksgiving Day (Thursday & Friday)
3. Christmas Eve and Christmas Day
4. New Year's Eve and New Year's Day
5. Martin Luther King Jr. Day
6. Good Friday
7. Veteran's Day
8. Memorial Day (Monday Holiday)
9. 4<sup>th</sup> of July
10. Presidents Day

**Note:** When the 4<sup>th</sup> of July falls on a Saturday, Horizon Christian Learning Center will be closed on the Friday before; when the 4<sup>th</sup> of July falls on a Sunday, Horizon Christian Learning Center will be closed on the following Monday. Additionally when the Christmas (Christmas Eve and Christmas Day) and New Years (New Years Eve and New Years Day) holidays land on a weekend Horizon Christian Learning Center will inform families of the holiday closure dates ahead of the holiday.

\*We **do not** offer vacation credit in trade or financial credit. If a student is scheduled to attend on a holiday, we **do not** offer alternative days, or financial credit.

### **Non-School Days:**

During the school year, if your elementary age student needs all day care on a non-school day, you must sign up in advance. Once you have signed up, you will be billed regardless of whether your child attends that day. This is due to staffing requirements.

### **Warm and Cold Weather Days:**

1. **Clothing:** Please be conscious of inclement weather conditions. Children will be outside for fresh air and exercise on cold days and will need warmer clothing and coats.

**Please label all coats and sweaters with your child's name.**

2. **Closures:** Horizon Christian Learning Center will close only if the weather is severe enough to warrant closure. Snow closure days are not reimbursed. In the case of closure, we will notify the media. If weather conditions deteriorate during the day, we will call parents if we need to close. Closure information can be found on: flashnews.net. Select the "Portland/ Vancouver" region and go to "private schools." Click on view current information on the left side of the screen and a closure message will appear. Look for our school's name on the list. Flash News will also broadcast all closures on the main news channels. If there is no power in the morning, we will not open. If there is a power outage during the day for an extended period of time, we will contact parents as to when we will be closing.

## **Rules for the Classroom and Inside Behavior**

### **Classroom Rules:**

- Walking only inside.
- Inside voices in class.
- No spitting.
- No wrestling in class.
- A child should NEVER leave the room without a teacher.
- No gum chewing.

### **Circle Time Rules:**

- Children should sit with their legs crisscrossed and their hands in their lap. This helps them to keep their hands to themselves and prevents fingers from being stepped on.
- Children should not be talking during circle time unless asked to.
- Children are asked to raise their hands if they have a question.

### **Snack Time Rules:**

- Hands should be washed with soap and warm water before and after snack and lunch.
- The class will pray after everyone has washed up.
- Children are asked to answer “Yes, please” if they want snack or “No, thank you” if they don’t.
- Children should stay seated at the table until they ask to be excused.
- If they need something during snack time, children are asked to raise their hand.

### **Lining Up Rules:**

- Students will keep hands at his/her sides and off of other children.
- Students will keep eyes forward to know where the line is going and to not trip.
- Students will ALWAYS WALK while in line whether indoors or outdoors.
- Children should stay on the sidewalks and not climb the curb or walk through grassy areas.
- Being quiet and keeping ears open while in line.

## **Playground and Gym Rules**

### **Bark:**

- Children are not to pick up bark chips, rocks, or sticks to throw or jab with.

### **Swings:**

- Sit in the swings on bottoms only.
- Do not jump out of the swings.
- Do not twist the swings together.
- Do not do “under doggies.”
- Children cannot push each other.

### **Play Structures/Slide Combo:**

- One at a time on the slide.
- Do not walk up the slide.
- Do not push people down the slide.
- Do not hang from any of the bars by your knees.
- Do not jump off of any part of the structure.

### **Playhouse:**

- Please sit only on the chairs.

### **Gym Rules**

- No standing on the bleachers or on the stage.
- No bouncing ball off the gym walls or glass doors or windows.



### **Sample of Our Daily Schedule**

**7:00** Learning Center Opens, Welcome Routine/Learning Play Centers  
**7:45** Free Choice, Elementary Students' Depart  
**8:00** Clean-up,  
**8:15** Classes Split  
**8:30** Bible Time/ Opening Circle  
**9:00** Clean-up and Snack  
**9:30** Story Time (Bathroom Break)  
**10:00** Outdoor Play  
**10:30** Drink Break/Bathroom Break  
**10:45** Whole Group Activity  
**11:00** Small Group Instruction, Learning Centers  
**11:30** Lunch  
**12:00** Free Choice  
**1:00** Rest Time  
**1:45** Quiet Activities for Non-Resters  
**2:30** Wake Up/Free Choice  
**3:00** Clean Up and Snack/After Schoolers arrive  
**3:30** Whole Group Activities/Closing Circle Time  
**4:00** Playground/Rainy Day Fun/After Schoolers' study time  
**5:00** Learning Play Centers all classes combined until 6:00 closing

### **Schedule and Routine**

From September to June, the Learning Center becomes a multi-age preschool program. During this time we present a structured time of fun and learning. Circle times include the flag salute, songs, calendar, Bible stories and memory verses, show 'n tell, phonics and stories. We encourage you to have your child here by 8:15 a.m. each morning, as this is an important academic and social time. Work time consists of developmentally appropriate hands-on activities. This time is used to develop various motor skills, hand-eye coordination, and writing ability. With our excellently trained staff we are able to meet the needs of individual children.

Prayer occurs in the classroom at routine times such as at circle, before eating and spontaneously as desired. Children are given the opportunity to thank God for things occurring in their lives or to ask for prayer about matters of concern to them. Jesus said in Matt. 19:14 to allow the little children to come to Him and forbid them not. We believe that is what we are doing when we allow them to talk to Jesus about what is on their hearts. When we call attention to answered prayers, we're teaching them that God hears and answers prayers.

## **Program Outcomes**

**When a child graduates our center our goal is that he or she:**

### **Spiritual Outcomes:**

- Understands that God is a loving and forgiving God.
- Understands that Jesus is God's Son and desires a personal relationship with each person.
- Understands that Jesus died on the cross to take our punishment and rose again.
- Understands that the Bible is God's Word, is truth and not fantasy, and is our guide to live by.
- Understands that God created the world.
- Understands that prayer is talking to God and that He desires to talk to us and to listen to our prayers.
- Understands that God cares about our needs.
- Understands that God is a close and always present friend.

### **Social/Emotional Outcomes:**

- Cooperates with other children
- Plays/works independently (not dependent on adult)
- Follows directions and obeys rules
- Communicates easily with teacher
- Communicates easily with other students
- Shares with other children
- Shows respect, empathy, and kindness towards others
- Listens at circle and has an adequate attention span
- Accepts responsibility for own behavior
- Is comfortable participating in group discussions
- Controls own emotions
- Has developed conflict resolution skills
- Handles disappointment appropriately
- Shows self confidence
- Is happy and secure in class

## **Program Outcomes**

### **Cognitive Outcomes:**

#### **Language Development**

- Uses complete sentences
- Does not use baby talk
- Participates in circle discussions
- Uses questions to get information
- Understands directions
- Speaks clearly
- Memorizes Bible verse
- Understands positional concepts (up, down, high, low, etc.)

#### **Reading Readiness:**

- Recognizes and can write name using capital first letter and lower case letters in print
- Knows names of letters in their name
- Understands that print carries meaning
- Understands that letters have sounds
- Can recognize upper and lower case alphabet in print and cursive
- Knows at least 12 letter/sound combinations
- Understands the concept of rhyming
- Listens to and enjoys stories
- Can sequence three events

#### **Math Readiness:**

- Counts to 15
- Recognizes numbers 1-20
- Can work with math manipulatives
- Can do a two-part pattern
- Can sort items
- Recognizes shapes: circle, square, triangle, rectangle, rhombus, heart, and oval
- Uses measurement words: big, bigger, biggest; small, smaller, smallest
- Uses quantity words: few, more, less, heavier, lighter
- Can write numbers 0-9
- Can touch and count (one to one correspondence)

#### **Physical Outcomes (fine and gross motor):**

- Can cut with scissors on a line
- Can hold a pencil or marker correctly
- Can hop, crawl, jump, and run
- Can do lacing
- Can do simple puzzles

#### **Creative Outcomes:**

- Enjoys singing
- Memorizes songs
- Uses imagination in dramatic center play
- Enjoys working with different art mediums
- Enjoys rhythm and movement
- Recognizes colors



## Other Safety Notes

### **Campus Parking Lot Traffic:**

Please drive with extreme caution when on campus. All students must be walked into and out of the buildings and through the parking lot area **by an adult**. Please, **DO NOT** leave your car idling and unattended. Also, remember to leave handicapped spaces open for handicapped use only. Please do not park in bus zone areas, which are marked by cones. Park only in designated parking spaces. Please follow the school's traffic pattern.

### **Restroom and Drink Supervision Policy:**

Children in the classrooms downstairs may use the restrooms located in their classroom when they need.

Preschool-aged students must leave the bathroom door open when using the bathroom. One student is allowed into the bathroom at a time.

Elementary-aged students must use the bathroom with the door closed to allow for privacy. One student is allowed into the bathroom at a time.

If the classroom restroom is occupied then they may use the restrooms in the hallway. They may walk to the hallway restroom, as it is right next to the classroom teacher sight and sound of the activity in the hallway. The teacher will stand at the door, watching closely for the children to return. The hallway restrooms are single stall locking rooms that are safe for children to use.

School-aged students may use the communal bathrooms. When in the larger communal bathrooms, must use the bathroom with the door closed to allow for privacy, and only one student is allowed in each stall one at a time.

### **Hand Washing:**

All children and staff wash their hands both before and after all meals and snacks. Parents, please have your child wash his or her hands when arriving to prevent the spread of germs from home.

### **Sharing Food:**

Because of county health codes and the health risk involved, children will not be allowed to share or trade food.

### **Warming Food:**

Teachers and staff are not allowed to warm or prepare food for the children. The Washington County Health Department considers this food preparation and forbids it without a commercial kitchen.

### **Snacks:**

The Learning Center provides healthy morning and afternoon snacks. Milk or juice is served with snacks and lunch. A monthly snack calendar is posted.

### **Lost or Forgotten Lunches:**

Parents will be contacted if a child forgets their lunch. In the event a parent cannot be reached or cannot bring a lunch to the child and a staff member needs to provide lunch for the child, an appropriate charge will be assessed. **Please provide a healthy lunch for your child.** For the most part we have found that children who consume well-balanced lunches are more attentive during the afternoon. Even though pre-packaged foods are convenient, they are not always nutritious and tend to go to waste. **\*Soda is not allowed.**

### **Birthdays and Parties:**

Your child can bring treats to celebrate his or her birthday **ONLY** if the treats are **store bought** and **pre-packaged**, per Health Department regulations. Please check with your child's teacher to set a convenient time to bring treats.

## **Center Emergency Plan**

OCC Rules require that we have a written plan for handling emergencies, including but not limited to:

### **Fire:**

Fire Drills: Fire drills are conducted each month. Exit procedures and routes for emergency exits from each building are posted in each classroom. The Tualatin Valley Fire Marshall inspects Horizon Christian Learning Center on a regular basis.

In the event of an emergency that necessitates evacuation of our building, we will transport children to the Horizon Christian Elementary and Middle School Campus at 7400 SW Sagert Street, Tualatin. We have emergency contact numbers in every classroom binder and take these with us for all emergency drills, or any time we leave the room with students. Emergency medical consent forms are in the classroom binders that go wherever the class goes. In addition, we have emergency numbers on classroom roster clipboards that go with the class at all times. The Elementary age children also have a binder with emergency contact cards and emergency medical consent forms that travel with them. Teachers are responsible to have this information with them at all times. In the event of an emergency the Horizon Christian Learning Center Director and Assistant Director will place phone calls to contact parents. If a staff member is injured on site, we do have staff emergency medical information, also located in classroom binders.

### **Floods:**

Horizon Christian Learning Center is not near any flood zones.

In the event of an emergency that necessitates evacuation of our building, we will transport children to the Horizon Christian Elementary and Middle School Campus at 7400 SW Sagert Street, Tualatin. We have emergency contact numbers in every classroom binder and take these with us for all emergency drills, or any time we leave the room with students. Emergency medical consent forms are in the classroom binders that go wherever the class goes. In addition, we have emergency numbers on classroom roster clipboards that go with the class at all times. The Elementary age children also have a binder with emergency contact cards and emergency medical consent forms that travel with them. Teachers are responsible to have this information with them at all times. In the event of an emergency the Horizon Christian Learning Center Director and Assistant Director will place phone calls to contact parents. If a staff member is injured on site, we do have staff emergency medical information, also located in classroom binders.

### **Earthquake Drills:**

Earthquake drills are conducted semi annually. Exit procedures and routes for emergency exits from each building are posted in each classroom. The Tualatin Valley Fire Marshall inspects Horizon Christian Learning Center on a regular basis.

In the event of an emergency that necessitates evacuation of our building, we will transport children to the Horizon Christian Elementary and Middle School Campus at 7400 SW Sagert Street, Tualatin. We have emergency contact numbers in every classroom binder and take these with us for all emergency drills, or any time we leave the room with students. Emergency medical consent forms are in the classroom binders that go wherever the class goes. In addition, we have emergency numbers on classroom roster clipboards that go with the class at all times. The Elementary age children also have a binder with emergency contact cards and emergency medical consent forms that travel with them. Teachers are responsible to have this information with them at all times. In the event of an emergency the Horizon Christian Learning Center Director and Assistant Director will place phone calls to contact parents. If a staff member is injured on site, we do have staff emergency medical information, also located in classroom binders.

## **Center Emergency Plan continued**

### **Severe Storms:**

Sever storm drills are conducted at least once yearly. Students are to move into the bathrooms where there are no windows with the staff.

In the event of an emergency that necessitates evacuation of our building, we will transport children to the Horizon Christian Elementary and Middle School Campus at 7400 SW Sagert Street, Tualatin. We have emergency contact numbers in every classroom binder and take these with us for all emergency drills, or any time we leave the room with students. Emergency medical consent forms are in the classroom binders that go wherever the class goes. In addition, we have emergency numbers on classroom roster clipboards that go with the class at all times. The Elementary age children also have a binder with emergency contact cards and emergency medical consent forms that travel with them. Teachers are responsible to have this information with them at all times. In the event of an emergency the Horizon Christian Learning Center Director and Assistant Director will place phone calls to contact parents. If a staff member is injured on site, we do have staff emergency medical information, also located in classroom binders.

### **Landslides, Tsunamis, etc:**

Horizon Christian Learning Center is on flat ground and is surrounded by flat ground for many miles.

In the event of an emergency that necessitates evacuation of our building, we will transport children to the Horizon Christian Elementary and Middle School Campus at 7400 SW Sagert Street, Tualatin. We have emergency contact numbers in every classroom binder and take these with us for all emergency drills, or any time we leave the room with students. Emergency medical consent forms are in the classroom binders that go wherever the class goes. In addition, we have emergency numbers on classroom roster clipboards that go with the class at all times. The Elementary age children also have a binder with emergency contact cards and emergency medical consent forms that travel with them. Teachers are responsible to have this information with them at all times. In the event of an emergency the Horizon Christian Learning Center Director and Assistant Director will place phone calls to contact parents. If a staff member is injured on site, we do have staff emergency medical information, also located in classroom binders.

### **Acute illness of a child or staff:**

A student or staff members that comes down with an acute illness is taken to the management hall for pick up by the emergency contact for that individual.

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### **Center Emergency Plan continued**

#### **Man caused events such as violence at a child care facility:**

Lock Down Drills are conducted semi-annually. Students are to move into the bathrooms where there are no windows with staff sitting inside, blocking the doors. In the event of an emergency that necessitates evacuation of our building, we will transport children to the Horizon Christian Elementary and Middle School Campus at 7400 SW Sagert Street, Tualatin. We have emergency contact numbers in every classroom binder and take these with us for all emergency drills, or any time we leave the room with students. Emergency medical consent forms are in the classroom binders that go wherever the class goes. In addition, we have emergency numbers on classroom roster clipboards that go with the class at all times. The Elementary age children also have a binder with emergency contact cards and emergency medical consent forms that travel with them. Teachers are responsible to have this information with them at all times. In the event of an emergency the Horizon Christian Learning Center Director and Assistant Director will place phone calls to contact parents. If a staff member is injured on site, we do have staff emergency medical information, also located in classroom binders.

#### **Evacuation of the facility:**

In the event of an emergency that necessitates evacuation of our building, we will transport children to the Horizon Christian Elementary and Middle School Campus at 7400 SW Sagert Street, Tualatin. We have emergency contact numbers in every classroom binder and take these with us for all emergency drills, or any time we leave the room with students. Emergency medical consent forms are in the classroom binders that go wherever the class goes. In addition, we have emergency numbers on classroom roster clipboards that go with the class at all times. The Elementary age children also have a binder with emergency contact cards and emergency medical consent forms that travel with them. Teachers are responsible to have this information with them at all times. In the event of an emergency the Horizon Christian Learning Center Director and Assistant Director will place phone calls to contact parents. If a staff member is injured on site, we do have staff emergency medical information, also located in classroom binders.

The plan must also include:

#### **How we will ensure those parents or parent's emergency contacts can be reached in person:**

In the event of an emergency that necessitates evacuation of our building, we will transport children to the Horizon Christian Elementary and Middle School Campus at 7400 SW Sagert Street, Tualatin. We have emergency contact numbers in every classroom binder and take these with us for all emergency drills, or any time we leave the room with students. Emergency medical consent forms are in the classroom binders that go wherever the class goes. In addition, we have emergency numbers on classroom roster clipboards that go with the class at all times. The Elementary age children also have a binder with emergency contact cards and emergency medical consent forms that travel with them. Teachers are responsible to have this information with them at all times. In the event of an emergency the Horizon Christian Learning Center Director and Assistant Director will place phone calls to contact parents. If a staff member is injured on site, we do have staff emergency medical information, also located in classroom binders.



### **Center Emergency Plan continued**

#### **A designated alternative safe location in the event of an evacuation:**

In the event of an emergency that necessitates evacuation of our building, we will transport children to the Horizon Christian Elementary and Middle School Campus at 7400 SW Sagert Street, Tualatin. We have emergency contact numbers in every classroom binder and take these with us for all emergency drills, or any time we leave the room with students. Emergency medical consent forms are in the classroom binders that go wherever the class goes. In addition, we have emergency numbers on classroom roster clipboards that go with the class at all times. The Elementary age children also have a binder with emergency contact cards and emergency medical consent forms that travel with them. Teachers are responsible to have this information with them at all times. In the event of an emergency the Horizon Christian Learning Center Director and Assistant Director will place phone calls to contact parents. If a staff member is injured on site, we do have staff emergency medical information, also located in classroom binders.

#### **How we will inform parents where children will be located in the event of an evacuation and how children will be reunited with their families:**

In the event of an emergency that necessitates evacuation of our building, we will transport children to the Horizon Christian Elementary and Middle School Campus at 7400 SW Sagert Street, Tualatin. We have emergency contact numbers in every classroom binder and take these with us for all emergency drills, or any time we leave the room with students. Emergency medical consent forms are in the classroom binders that go wherever the class goes. In addition, we have emergency numbers on classroom roster clipboards that go with the class at all times. The Elementary age children also have a binder with emergency contact cards and emergency medical consent forms that travel with them. Teachers are responsible to have this information with them at all times. In the event of an emergency the Horizon Christian Learning Center Director and Assistant Director will place phone calls to contact parents. If a staff member is injured on site, we do have staff emergency medical information, also located in classroom binders.

#### **The location of an accessible file of emergency contact numbers for children and staff:**

In the event of an emergency that necessitates evacuation of our building, we will transport children to the Horizon Christian Elementary and Middle School Campus at 7400 SW Sagert Street, Tualatin. We have emergency contact numbers in every classroom binder and take these with us for all emergency drills, or any time we leave the room with students. Emergency medical consent forms are in the classroom binders that go wherever the class goes. In addition, we have emergency numbers on classroom roster clipboards that go with the class at all times. The Elementary age children also have a binder with emergency contact cards and emergency medical consent forms that travel with them. Teachers are responsible to have this information with them at all times. In the event of an emergency the Horizon Christian Learning Center Director and Assistant Director will place phone calls to contact parents. If a staff member is injured on site, we do have staff emergency medical information, also located in classroom binders.

### **Center Emergency Plan continued**

#### **Designation of staff members to take emergency contact number file to the evacuation site in the event of an evacuation:**

In the event of an emergency that necessitates evacuation of our building, we will transport children to the Horizon Christian Elementary and Middle School Campus at 7400 SW Sagert Street, Tualatin. We have emergency contact numbers in every classroom binder and take these with us for all emergency drills, or any time we leave the room with students. Emergency medical consent forms are in the classroom binders that go wherever the class goes. In addition, we have emergency numbers on classroom roster clipboards that go with the class at all times. The Elementary age children also have a binder with emergency contact cards and emergency medical consent forms that travel with them. Teachers are responsible to have this information with them at all times. In the event of an emergency the Horizon Christian Learning Center Director and Assistant Director will place phone calls to contact parents. If a staff member is injured on site, we do have staff emergency medical information, also located in classroom binders.

Procedures to address the needs of individual children including infants and toddlers, children with special needs, and children with chronic medical conditions:

#### **Infants and Toddlers:**

This does not apply to Horizon Christian Learning Center as we do not have infants and toddlers.

#### **Children with special needs and chronic medical conditions:**

In the event of an emergency that necessitates evacuation of our building, we will transport children to the Horizon Christian Elementary and Middle School Campus at 7400 SW Sagert Street, Tualatin. We have emergency contact numbers in every classroom binder and take these with us for all emergency drills, or any time we leave the room with students. Emergency medical consent forms are in the classroom binders that go wherever the class goes. In addition, we have emergency numbers on classroom roster clipboards that go with the class at all times. The Elementary age children also have a binder with emergency contact cards and emergency medical consent forms that travel with them. Teachers are responsible to have this information with them at all times. In the event of an emergency the Horizon Christian Learning Center Director and Assistant Director will place phone calls to contact parents. If a staff member is injured on site, we do have staff emergency medical information, also located in classroom binders.

#### **An acceptable method to ensure that all children in attendance are accounted for:**

In the event of an emergency that necessitates evacuation of our building, we will transport children to the Horizon Christian Elementary and Middle School Campus at 7400 SW Sagert Street, Tualatin. We have emergency contact numbers in every classroom binder and take these with us for all emergency drills, or any time we leave the room with students. Emergency medical consent forms are in the classroom binders that go wherever the class goes. In addition, we have emergency numbers on classroom roster clipboards that go with the class at all times. The Elementary age children also have a binder with emergency contact cards and emergency medical consent forms that travel with them. Teachers are responsible to have this information with them at all times. In the event of an emergency the Horizon Christian Learning Center Director and Assistant Director will place phone calls to contact parents. If a staff member is injured on site, we do have staff emergency medical information, also located in classroom binders.

### **Center Emergency Plan continued**

#### **Procedures in the event that children must shelter in place or if the child care center must be locked down so that no one can enter or leave:**

Lock Down Drills are conducted semi-annually. Students are to move into the bathrooms where there are no windows with staff sitting inside, blocking the doors. In the event of an emergency that necessitates evacuation of our building, we will transport children to the Horizon Christian Elementary and Middle School Campus at 7400 SW Sagert Street, Tualatin. We have emergency contact numbers in every classroom binder and take these with us for all emergency drills, or any time we leave the room with students. Emergency medical consent forms are in the classroom binders that go wherever the class goes. In addition, we have emergency numbers on classroom roster clipboards that go with the class at all times. The Elementary age children also have a binder with emergency contact cards and emergency medical consent forms that travel with them. Teachers are responsible to have this information with them at all times. In the event of an emergency the Horizon Christian Learning Center Director and Assistant Director will place phone calls to contact parents. If a staff member is injured on site, we do have staff emergency medical information, also located in classroom binders.

#### **Procedures for maintain continuity of child care operations:**

In the event of an emergency that necessitates evacuation of our building, we will transport children to the Horizon Christian Elementary and Middle School Campus at 7400 SW Sagert Street, Tualatin. We have emergency contact numbers in every classroom binder and take these with us for all emergency drills, or any time we leave the room with students. Emergency medical consent forms are in the classroom binders that go wherever the class goes. In addition, we have emergency numbers on classroom roster clipboards that go with the class at all times. The Elementary age children also have a binder with emergency contact cards and emergency medical consent forms that travel with them. Teachers are responsible to have this information with them at all times. In the event of an emergency the Horizon Christian Learning Center Director and Assistant Director will place phone calls to contact parents. If a staff member is injured on site, we do have staff emergency medical information, also located in classroom binders.



# **HORIZON CHRISTIAN SCHOOL LEARNING CENTER**

**Contact Us:**

**Phone Number:**

(503) 691-1054

**Website:**

[www.horizonchristian.school](http://www.horizonchristian.school)

**Facebook:**

<https://www.facebook.com/HorizonChristianLearningCenter>

**Street Address:**

23370 SW Boones Ferry Rd.  
Tualatin, OR 97062